

Nancy A. Kraus, *President*
John P. McGlothlin, *Vice President*
Emily Roberts, *Secretary*
Ben Cohn, *Treasurer*
Patricia Bohm
Frank Hedley
Regina Stanback Stroud

SAN BRUNO COMMUNITY FOUNDATION

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

April 17, 2014

6:30 p.m.

**Meeting Location: San Bruno City Hall, Conference Room 115,
567 El Camino Real, San Bruno**

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1. **Call to Order/Welcome:** The meeting was called to order by President Kraus at 6:35 p.m.
2. **Roll Call:** Boardmembers Kraus, McGlothlin, Roberts, Cohn, Bohm (arrived after Item 3), Hedley, and Stanback Stroud (arrived after Item 6c) present.
3. **Approval of Minutes: March 20, 2014, Regular Board Meeting:** The March 20, 2014 Regular Board Meeting minutes were approved as presented (M/S FH/JM). Boardmember McGlothlin noted that the Wells Fargo representative whose comments are reflected in the minutes is not working with the Board and that no decision has been made regarding investment of the SBCF's funds.
4. **Announcements:** None.
5. **Boardmember Comments**
 - a. President: None.
 - b. Others: Vice President McGlothlin attended the San Bruno Centennial Committee meeting on March 23, 2014. A series of Centennial events are planned, including a mural on Sneath Lane. The meetings are public and they welcome and appreciate public participation. McGlothlin also attended the Crestmoor/Glenview site meeting, where the Mayor addressed questions regarding the SBCF.
6. **Consent Calendar:** All items are considered routine or implement an earlier Board action and may be enacted by one motion; there will be no separate discussion unless requested by a Boardmember, citizen, or staff. Agenda Items 6a, 6b, and 6d were pulled from agenda order for further discussion.
 - a. Adopt Resolution Approving Conflict of Interest Policy: Passed with a unanimous vote (M/S FH/JM).
 - b. Adopt Resolution Approving Whistleblower Policy: Passed with a unanimous vote (M/S

FH/PB). Hedley requested the policy be reviewed in the future.

- c. Adopt Resolution Ratifying Decision to Bind a One-Year Directors and Officers Insurance Policy from RSUI for \$19,950: Passed with a unanimous vote (M/S FH/ER).
- d. Adopt Resolution Ratifying Appointment of Ad Hoc Board Subcommittee to Develop Draft Three-Year Estimated Budget for Purposes of 501(c)(3) Application: Passed with a unanimous vote (M/S JM/BC).

The Executive Committee and staff will continue to discuss and develop guidelines to support Board policies. Guidelines should address issues regarding document approval and compliance with the Brown Act.

7. Conduct of Business

- a. Review Draft 3-Year Budget for 501(c)(3) Application and Receive Report from Ad Hoc Budget Subcommittee: A 3-Year budget was presented. The budget was created with conservative assumptions as a best guess estimate for purposes of filing the 501(c)(3). Year one (7/13-6/14) is blank due to the fact that the SBCF has not yet received the funds from the City. This leaves the second year (7/14-6/15) slightly inflated for items that may need to be reimbursed to the City from year one. Many items, including staffing infrastructure, will need to be revisited as the SBCF works out its operations. Suggestions on the draft budget were considered and income from the land sales and a budget for board development will be added to the revised budget. A motion was made and unanimously approved to direct staff to bring back a budget to the next meeting for approval to accompany the 501(c)(3) (M/S RSS/ER).

Agenda Item 8, Public Comment, taken out of Agenda order and held at this time.

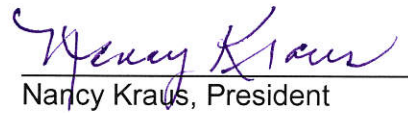
- b. Receive Report Regarding Ongoing Activities for Continuing Formation and Establishment of SBCF: City Attorney Marc Zafferano informed the SBCF that the City has obtained two domain names including 'sbcf.org'. The Board can decide how to make use of these in the future. The logo project from Capuchino High School has come up against legal challenges and therefore these logos will not be used for SBCF. The City is researching logo design options from a professional firm and will bring a proposal to the SBCF. Kraus shared that the art class students that participated in the logo design will receive grade credit and any Boardmembers are welcome to join her on a visit to the class to thank the art students for their work and participation. Zafferano updated the SBCF on the expenditures to date.
- c. Receive Report and Provide Direction Regarding Establishment of Document Retention Policy: Zafferano informed the Board that the City Council made the determination that all Glenview Fire documents would be retained permanently and the City will be adopting a 90 day retention policy for emails. It is recommended and in compliance with the IRS for the SBCF to have the same policy. Additionally, it will be important to think about how the history of the SBCF is recorded and shared. A motion was made to direct staff to bring back to the next meeting a resolution regarding a document retention policy similar to that of the City, which passed with a unanimous vote (M/S FH/JM).
- d. Receive Report and Provide Direction Regarding Rules of Procedures for SBCF Board Meetings: Rules of procedure options were presented, including Robert's Rules of Order and Rosenberg's Rules of Order. Rosenberg's Rules of Order are a more simplified version of Robert's Rules of Order and tend to be easier to follow and understand. A motion to direct staff to bring back a resolution to the next meeting adopting Rosenberg's Rules of Order as a model for managing the SBCF was made and passed with a unanimous vote (M/S PB/RSS).

8. **Public Comment:** Individuals are allowed three minutes, groups in attendance, five minutes. If you are unable to remain at the meeting, contact the President to request that the Board consider your comments earlier. It is the Board's policy to refer matters raised in this forum to staff for research and/or action where appropriate. The Brown Act prohibits the Board from discussing or acting upon any matter not agendaized pursuant to State Law.

Jeanne McGlothlin, Director from St. Andrew Preschool and Trisha Toomie, a Preschool Boardmember and parent came to observe the meeting.

9. **Adjourn:** The meeting was adjourned at 8:04 p.m. (M/S RSS/ER).


Emily Roberts, Secretary


Nancy Kraus, President